



HE Space is a successful international space company. For 40 years, we have been supporting our customers with qualified experts in the field of engineering, science and administration. HE Space has joined forces with CS Group to lead the engineering and digital space market in Europe and to provide highly skilled consulting.

Administrative Assistant/Secretary

Key Tasks and Responsibilities

- Organise the agendas and meetings – in presence or online via Teams or WebEx tools - for the relevant heads, in close coordination with the latter;
- Take the Minutes of Meetings when requested by the latter
- Follow-up of meetings actions;
- Solve unforeseen events and situations that arise (for example, appointments or meetings to be moved, interfacing with customers, and managing meeting conflicts)
- Monitor, and when appropriate reply, to emails in the inbox of the heads, as instructed by the latter;
- Register the incoming letters, and when appropriate reply, on behalf of the heads, as instructed by the latter
- Prioritize emails and respond when necessary
- Act as first line support of phone calls and filter requests to the heads, in close coordination with the relevant head
- Act as the point of contact for general communications with the manager;
- The Contractor shall review department mission orders and mission claims, and interface with the travel office for associated bookings
- External Travellers mission task concerns special requests for certain external travellers, receiving travel support for certain conferences, or travel for NAV Committees
- The contractor shall prepare mission requests, process mission claims, and interface with the travel office for associated bookings for external travellers
- The contractor shall prepare visa applications, and provide the travellers with information material, such as specific rules for non-EU-member countries;
- Support the Department Head in managing the Timesheets;
- Organise the Leave calendar for the Department; ;
- The contractor shall collect inputs for yearly conference plan and follow up the approval from Director;
- Order the missing supplies in ESA provided tool, and maintain office stationery;
- Processing of site access procedure for take-up of duty and departure of staff or contractor personnel in need of on-site access. Office distribution requests often accompany on-site arrivals and departures. Special meeting room requests are typically for certain select rooms and withheld for special events.

The contractor shall

- Prepare and oversee the procedure related to staff or onsite contractor personnel arrival and departure, in close coordination with relevant management, human resources, and facility management.
- Prepare and oversee the procedure related to office distribution, especially at arrival of staff or onsite contractor personnel, or other office distribution request, in close coordination with the relevant management and facility management;
- Manage room booking when high priority room booking requests are made, e.g. Committee meetings, or department or division all-hands meetings;
- The contractor shall ensure the shipments and incoming mail and packages through ESTEC or CST Mail Services
- Liaise with external entities and request minimum 2 offers from suppliers in response to the request submit the offer options to the managers for approval;
- In the case of an event, support the initiating entity in the organization;
- In the case of on-site events, interface with ESA Facility Management, and ESA Conference Bureau;
- In the case of off-site events, interface with the appropriate external entities;
- In the case of ESA supporting an external conference, assume the responsibilities of administrative assistant;
- Support to webpages creation for events;
- When requested, participate in the events – may require traveling;
- Complete a variety of special projects including creating PowerPoint presentations, special reports, and agenda material.

Skills and Qualifications

You will have the following qualifications and relevant experience:

- School education is required;
- 2 years experience in secretarial and administrative;
- The Contractor shall be mastering in using of electronic office tools, in particular, Microsoft Office and Adobe Acrobat, electronic mailing, videoconferencing tools, and collaborative working tools (such as SharePoint, slack, ...), preferably in the tools supported by ESA corporate IT;
- Experience in finance and financial tools (preferably SAP) and ideally in documentation management systems (e.g. Eclipse/DCCM);
- Communicate fluently all necessary information related to the service in English for location ESTEC; and French and English for location CST.
- Treat information related to the service with confidentiality, discretion, and integrity;
- High level of communication and organizational skills, with attention to detail, flexibility, and ability to identify priorities;
- Routine tasks shall be executed autonomously;
- Service-oriented attitude, team spirit, and ability to work cooperatively with other services and people in an international environment;
- Time-management skills
- Ability to pay attention to details; Organization skills; Multitasking skills; ;
- Mastering of communication tools Microsoft Outlook, teams, WebEx. ;
- Fluency in English is mandatory; knowledge of another European language is an advantage.

Passionate about people and passionate about space

This job is located in [**Noordwijk, the Netherlands**].

If you think you have what it takes for this job, please send your CV (in English and in Word or PDF) to **Adriana Camacho**, by clicking on the button "Apply for this job" quoting job **NL-HP-25019**.

An exciting and dynamic international working environment awaits you!



HE Space recruiting for ESA